

Job Description



Job Title: Architectural Associate
Reports To: Partners
FLSA Status: Exempt

SUMMARY

Indigo Design + Development is looking for a talented and motivated Architectural Associate with an interest in development to join our team. We are a real estate firm that integrates the disciplines of architecture and development to build community enriching projects in Grand Rapids and throughout the region.

As an Architectural Associate on our team, you will not only contribute to all phases of the architectural design process, but you will also be exposed to all phases of real estate development, a process that reaches beyond an architect's typical involvement in a project. This includes land planning, project funding, investor relations, sales and marketing, and property management. This is an exciting opportunity for a creative individual with a passion for architecture, an interest in development, and a desire to contribute to meaningful projects that positively impact our community.

This is a full-time, primarily in-office position, with opportunities for flexible hours and occasional remote work. We are looking for candidates who possess strong verbal and visual communication skills and a desire to work collaboratively in an open-office environment.

ESSENTIAL FUNCTIONS

The duties listed below represent the expected day-to-day responsibilities of the Architectural Associate position. Other duties may be assigned.

- **Design** Assist the design lead with the development of architectural and planning concepts and ensure design intent is maintained throughout all project phases
- **Technical Drawings** Produce concise, coherent, and coordinated drawing sets for all phases of the architectural design process under the supervision of a project lead
- **Collaboration** Effectively communicate and work with internal teams, external consultants, clients, contractors, and stakeholders to deliver skillful design and ensure project objectives are met. Participate in project meetings, presentations, and reviews to communicate design concepts, discuss project requirements, and solicit feedback from team members and clients
- **Coordination** Coordinate with engineers, consultants, and other project team members to support the delivery of coordinated, timely, and accurate construction documentation

- **Modeling** Create digital 3-D massing, building, and detail models to aid in the design process and to communicate design intent with others
- **Graphics** Produce presentation materials, including diagrams, images, and documents to convey design ideas to various audiences, such as clients, municipalities, colleagues, and the media
- **Code** Assist with building code and zoning ordinance compliance research alongside project and/or design lead. Participate in meetings with building officials, planners, and inspectors, at all phases of a project to ensure compliance with applicable requirements
- **Energy** Support integration of green building practices into architectural design and documentation
- **Selections** Research product, material, equipment, fixture, and finish selections for team review
- **Specifications** Assist with writing of technical specifications using a standardized format
- **Construction Admin.** Coordinate with the contractor to review construction progress and conformance with the construction documents. Participate in site visits and assist with preparation of reports, reviews and responses to RFIs, shop drawings, and submittals, and identification of potential issues

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform each essential duty.

- Bachelor of Science in Architecture from an accredited institution required. Professional Degree in Architecture from an accredited institution preferred
- Minimum 2 years of professional work experience in a design firm or architectural practice preferred
- Exposure to all phases of architectural design and the ability to participate in the creation of comprehensive, fully coordinated construction document sets
- Familiarity with building systems, construction techniques, building codes, and architectural detailing
- Proficiency in AutoCAD required. Familiarity with SketchUp, Adobe Creative Suite, and Bluebeam is preferred. Candidates also proficient in BIM software are encouraged to apply
- Excellent visual and verbal communication, organizational, and time-management skills
- Ability to work independently and collaboratively in a small office environment
- Interest in local and regional for-profit real estate development, urban infill development, multifamily housing and mixed-use project types, and land use regulations

BENEFITS

- Competitive salary commensurate with experience
- Health insurance stipend
- Retirement savings plan contribution
- Paid time off and holidays
- Support for candidates seeking architect licensure
- Professional development opportunities and continuing education support
- Flexible work hours with opportunities for occasional remote work
- Collaborative and inclusive work environment

APPLICATION PROCESS

Interested candidates should submit a resume, cover letter, and portfolio showcasing relevant work samples to Greg Schmidt at gschmidt@liveindigo.com. Please include "Architectural Associate Application - [Your Name]" in the subject line. Only qualified candidates will be contacted for further consideration.

EQUAL OPPORTUNITY

At Indigo, we are committed to fostering a diverse and inclusive workplace where all employees feel valued, respected, and empowered to succeed. We encourage individuals from underrepresented backgrounds to apply.

Indigo is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.